

DISTRICT 3

**2002-2003 ANNUAL PRO BONO
REPORT AND PLAN**

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A. Abstract

The mission of District Three is as follows:

- (1) To enable Indiana attorneys to discharge their professional responsibilities to provide pro bono services;
- (2) To improve the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations throughout the State of Indiana, more particularly within District Three;
- (3) To ensure statewide and district access to high quality and timely pro bono civil legal services for persons of limited means by fostering the development of new pro bono programs where needed and supporting and improving the quality of existing pro bono programs;
- (4) To foster the growth of a public service culture within the Indiana Bar which values pro bono service;
- (5) To promote the ongoing development of financial and other resources for pro bono organizations in Indiana and District Three.

History

The initial District 3 committee was organized in 1999. A report of currently existing pro bono service providers was prepared and submitted. A report was prepared for 2000, which included a grant request for fiscal year 2001. No report was prepared for 2001, nor was a grant request for the fiscal year 2002 submitted. The committee was reorganized in late 2001 when a new chair was appointed. During 2002, the committee determined to have the pro bono volunteer lawyer program, previously administered by Indiana Legal Services, incorporated as an independent entity. That process is nearly complete, with a board of directors formed, articles of incorporation submitted and approved by the state, and a public opening of the Volunteer Lawyer Program of Northeast Indiana, Inc. scheduled for August 1, 2002.

Current legal services delivery system

Currently there are several organizations providing pro bono civil legal services in District 3. They are the Allen County Bar Association (Legal Line), Allen County Mental Health Association (Adult Guardianship Program), Indiana Legal Services (Fort Wayne office), Legal Services of Maumee Valley, and Shelter Ministries of DeKalb County.

Legal problems experienced by indigent individuals in District 3

The prioritization in District 3 to this point has been by Legal Services of Maumee Valley and Indiana Legal Services. The incorporation of the Volunteer Lawyer Program as a separate entity was intended to broaden the priorities and better utilize attorneys who practice outside a more narrow definition of priorities as a means of balancing available resources with legal needs.

A priority setting meeting was conducted by Indiana Legal Services on April 25, 2002, chaired by Judge David J. Avery, Chair of the District 3 Pro Bono Committee and

Judith Whitelock, District 3 Plan Administrator. Colleen Cotter, Director of Programs and Organizational Development for Indiana Legal Services was the co-moderator with Judge Avery.

The prioritization of legal needs was considered to be the following.. Family law issues including divorce, custody, visitation, support, domestic violence, post-dissolution matters, and guardianship. Consumer issues were of great concern including credit problems, small claims and bankruptcy. Additional concerns were in the areas of employment, immigration, housing, medical, and education.

B. DATA

1. Committee members.

Judge David J. Avery
Allen Superior Court
Room 319,
715 S Calhoun
Fort Wayne, IN 46802
260 449-7465
260 449-7495
djayavery@fwi.com
Supreme Court appointment
Committee Chair

Judith Whitelock
Volunteer Lawyer Program of
Northeast Indiana, Inc.
904 S Calhoun
Fort Wayne, IN 46802
260 407-0917
260 407-7005
jwslfarm@aol.com
Pro bono provider
District Plan Administrator

Ralph Adams
Legal Services of Maumee Valley
203 W Wayne
Suite 410
Ft Wayne, IN 46802
260 422-8070
260 422-7915

Legal assistance provider

Tracy Beechy
Indiana Legal Services
202 W Berry
Suite 210
Ft Wayne, IN 46802
260 424-9155
260 424-9166
tracy.beechy@ilsi.net
Legal assistance provider

Jeremy Brown
Chief Deputy Prosecuting Attorney
112 S 2nd Street
PO Box 788
Decatur, IN 46733
260 724-5338
260 724-5342
jbrown@co.adams.in.us
Adams County Bar Association

Andrew Carnall
124 W Market Street
Bluffton, IN 46714
260 824-4100
260 824-8440
acarnall@parlorcity.com
Wells County Bar Association

Jill Denman
Matheny Michael Hahn & Bailey
45 W Market Street
Huntington, IN 46750

260 356-7030
260 356-0093
jdenman@mmhblaw.com
Huntington County Bar Association

Jamee King
1405 Three Rivers East
Fort Wayne, IN 46802

260 420-6406
zionart@aol.com
Community-at-large representative

Yvette Gaff Kleven
Adelsperger & Kleven
904 S Calhoun
Fort Wayne, IN 4680

260 407-7000
260 407-7005
Allen County Bar Association

Maribeth Leininger, Executive Director
Allen County Bar Association
924 S Calhoun
Fort Wayne, IN 46802
260 423-2359
260 423-1440
Allen County Bar Association

Richard Muntz
109 S. Detroit Street
LaGrange, IN 46761

260 463-2151
260 463-5250
LaGrange County Bar Association

Stephen P. Griebel
Van Gilder & Trznka
202 W Berry Street
Suite 200
Fort Wayne, IN 46802
260 424-8132
260 424-3058

Allen County Bar Association

Gary L. Hemrick
Lutheran Social Services
330 Madison Street
Fort Wayne, IN 46802
260 426-3347
260 424-2248
glhemrick@lssin.org
Community-at-large representative

David Kruse
Kruse & Kruse
143 E 9th Street
PO Box 108
Auburn, IN 46706
260 925-0200
260 925-1228
DeKalb County Bar Association

Michael Morrissey
114 East Maumee
Angola, IN 46703

260 665-2119
260 624-3309
Steuben County Bar Association

Soultana Myers
Myers Tison Hockemeyer & McNagny
202 W Van Buren Street, Suite A
PO Box 89
Columbia City, IN 46725
260 248-2224
260 248-2221
Whitley County Bar Association

Joseph Shull
Suite 140
2200 Lake Avenue
Fort Wayne, IN 46805
260 423-3347

Allen County Bar Association

Ann Reyes Robbins
Blume Connelly Jordan & Stucky
110 W Berry, Suite 1700
Fort Wayne, IN 46802
260 423-3525
260 423-3529
Allen County Bar Association

David Van Gilder
Van Gilder & Trzynka
202 W Berry
Suite 200
Fort Wayne, IN 46802
260 424-8132
260 426-3058
Allen County Bar Association

Mark Warsco
Rothberg Logan & Warsco
110 W Berry
Suite 2100
Fort Wayne, IN 46802
260 422-9454
260 422-
Allen County Bar Association

2. Governance

The District 3 Pro Bono Committee includes members from each of the counties in the district, including representatives from the legal services providers, and others as specified in Rule 6.5 (f) (1). Members are appointed or agree to serve for a two-year period. Replacements are sought to maintain the balance throughout the district. The Committee is chaired by Judge David Avery, Allen Superior Court. The committee holds meetings three times a year.

3. History/Background .

Counties are: Adams, Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wells, and Whitley.

Primary pro bono activity prior to the formation of the district committee was under the Legal Services of Maumee Valley Volunteer Lawyers Program, which had been in existence since the early 1990's. The program had steadily grown during that period, with approximately 225 lawyers in the program and serving a wide range of client needs. Client intake and referrals came almost exclusively through LSMV. A modest recognition program also was a part of the program. In January, 2001, Indiana Legal Services opened a Fort Wayne office and provided legal services together with Legal Services of Maumee Valley.. Indiana Legal Services assumed the administration of the Volunteer Lawyer Program at that time. Additional pro bono activities were handled by the Allen County Bar Association (Legal Line); the Allen County Mental

Health Association (Public Guardianship Program); and DeKalb County Shelter Ministries (legal advice).

4. Plan Administrator

The Plan Administrator is Judith Whitelock. She has been involved in pro bono work for ten years. The duties of the plan administrator are to fully implement the plan of the District Pro Bono Committee for the pro bono activities in this area. Until the formation of Volunteer Lawyer Program of Northeast Indiana, Inc., Judith served as plan administrator while employed at legal services as VLP coordinator. The district committee seeks IOLTA funding for the Volunteer Lawyer Program of Northeast Indiana, Inc. to employ Judith as executive director and to serve as the District 3 plan administrator.

5. Monitoring Role

(a) Quality of services provided:

The District 3 Pro Bono Committee has directed the formation of a non-profit corporation, The Volunteer Lawyer Program of Northeast Indiana, Inc. The corporation will supervise the Volunteer Lawyer Program throughout the district . The district committee will seek to coordinate the pro bono legal services by the various service providers in the district. The district committee will review the manner in which each of the legal service providers assure the quality of the provided legal services.

(b) Quantity:

(i) number of attorneys participating

Goals for number of attorneys participating will be set annually. In early 2002, there were currently 261 attorneys who had agreed to accept referrals. Records are kept for each individual attorney including cases accepted and hours contributed.

(ii) number of clients served

The number of clients served will be evaluated within the practice areas where volunteer attorneys are available for referrals.

(iii) number of hours

The number of hours contributed by participating attorneys will be recorded. Evaluation of hours will include recognition that practice areas have an impact upon number of hours typically needed to complete a case.

(c) Costs associated with achieving goals

Please see attached budget.

C. Annual Report: Existing Services, Programs, and Funding Sources

EXISTING SERVICE/PROGRAM

Service/Program Name: Allen County Bar Association Legal Line

Mailing Address: 924 S Calhoun, Fort Wayne, IN 46802

Phone: 260 423-2358

Contact Person: Maribeth Leininger

Title: Executive Director

Sponsoring Agency: Allen County Bar Association

Phone: 260 423-2359

Agency Director: Maribeth Leininger

Service/Program Information:

Target Population: Allen County residents

Eligibility Requirements: none

Service Area: Northeast Indiana

Type of Service/Program:

Estimate of Expense per Year: \$1,000.00

Funding Source(s): Allen County Bar Association

Service /Program Description: Attorneys provide legal advice to callers on Tuesday evenings (every Tuesday as of July 1, 2002).

**Legal Service Provider
Annual Progress Report**

	Legal Service Provider Allen County Bar Assn Legal Line
Screened Cases	
Assigned Cases	1,200 - advice only
Closed Cases	
Declined Cases	
Other Cases: (specify)	
Total Cases per Provider	1,200 advice only
Number of Volunteer Attorneys	20

List Number of Cases of Each Type	Legal Service Provider Allen County Bar Assn Legal Line
Consumer/Finance	Case type is not tracked.
Education	
Employment	
Family	
Juvenile	
Health	
Housing	
Income Maintenance	
Individual Rights	
Other*	
Total Number of Cases	

EXISTING SERVICE/PROGRAM

Service/Program Name: Indiana Legal Services, Inc.

Mailing Address: 202 W Berry, Suite 210, Fort Wayne, IN 46802

Phone: 260 424-9155

Contact Person: Lori Houck

Title: Office Manager

Sponsoring Agency: _____ **Phone:** _____

Agency Director: Norman P. Metzger

Service/Program Information:

Target Population: Low income individuals & families

Eligibility Requirements: Family income less than 125% of the poverty level

Service Area: Counties: Adams, Allen, DeKalb, Huntington, Steuben, Wells & Whitley

Type of Service/Program:

Estimate of Expense per Year: n/a

Funding Source(s): Primarily, Legal Services Corporation

Service /Program Description: Our organization is a not for profit organization dedicated to providing high quality legal representation and advice to low income people.

**Legal Service Provider
Annual Progress Report**

Calendar year 2001

	Legal Service Provider Indiana Legal Services, Inc.
Screened Cases	Figures not available
Assigned Cases	390
Closed Cases	144
Declined Cases	
Other Cases: (specify)	
Total Cases per Provider	
Number of Volunteer Attorneys	248

List Number of Cases of Each Type	<u>Legal Service Provider</u> <u>Indiana Legal Services, Inc.</u>
Consumer/Finance	40
Education	
Employment	3
Family	292
Juvenile	
Health	4
Housing	5
Income Maintenance	23
Individual Rights	
Other*	23
Total Number of Cases	390

EXISTING SERVICE/PROGRAM

Service/Program Name: Legal Services of Maumee Valley, Inc.

Mailing Address: 203 W Wayne Street, Suite 410, Fort Wayne, IN 46802

Phone: 260 422-8070

Contact Person: Steven Morgan

Title: Office Manager

Sponsoring Agency: _____ **Phone:** _____

Agency Director: Ralph Adams

Service/Program Information:

Target Population: Poor and elderly individuals in service area

Eligibility Requirements: 200% or less of poverty level for Domestic Violence Program; 125% or less for Housing Program; no means test for Elder Law Program.

Service Area: Adams, Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wells, Whitley, Miami and Wabash counties – Domestic Violence Program. All but Miami and Wabash for Elder Law Program; only Allen County for Housing Program.

Type of Service/Program:

Estimate of Expense per Year: _____

Funding Source(s): US Dept. of Justice, Indiana civil Legal Aid Fund, Older Americans Act, federal block grant through City of Fort Wayne and United Way of Allen County.

Service /Program Description: Family law assistance for victims of domestic violence; homelessness prevention for poor and public benefits, life planning and some consumer law for people aged 60 or more.

The information provided on this page refers to the programs offered during calendar year 2002. The data provided on the next page is from calendar year 2000, the last year during which Legal Services of Maumee Valley, Inc. received LSC funding and the last year LSMV operated a Volunteer Lawyers (pro bono) Program.

**Legal Service Provider
Annual Progress Report**

Calendar Year 2000

	Legal Service Provider Legal Services of Maumee Valley
Screened Cases	
Assigned Cases	
Closed Cases	132
Declined Cases	
Other Cases: (specify)	102 (open at year-end)
Total Cases per Provider	234
Number of Volunteer Attorneys	248

List Number of Cases of Each Type	Legal Service Provider Legal Services of Maumee Valley
Consumer/Finance	21
Education	
Employment	1
Family	187
Juvenile	
Health	3
Housing	8
Income Maintenance	4
Individual Rights	
Other*	10
Total Number of Cases	234

EXISTING SERVICE/PROGRAM

Service/Program Name: Shelter Ministries Pro Bono & Legal Services

Mailing Address: 315 E Seventh Street, Auburn, IN 46706

Phone: 260 925-9200

Contact Person: Thaddeus J. Smith

Title: Executive Director

Sponsoring Agency: Shelter Ministries

Phone: 260 925-9200

Agency Director: Thaddeus J. Smith

Service/Program Information:

Target Population: Homeless with legal needs living at Gerig House

Eligibility Requirements: _____

Service Area: Northeast Indiana, primarily DeKalb County

Type of Service/Program:

Estimate of Expense per Year: \$4,500 (\$100 per hour, 2 hours per week for 5 months)

Funding Source(s): Donations from individuals, churches, United Way, etc.

Service /Program Description: Residents living at Gerig House, our transitional shelter, had access to imperative legal services as they related to these individuals becoming independent.

**Legal Service Provider
Annual Progress Report**

	Legal Service Provider Shelter Ministries Pro Bono Legal Services
Screened Cases	8
Assigned Cases	7
Closed Cases	0
Declined Cases	1
Other Cases: (specify)	N/A
Total Cases per Provider	7
Number of Volunteer Attorneys	1

List Number of Cases of Each Type	Legal Service Provider Shelter Ministries Pro Bono Legal Services
Consumer/Finance	1
Education	
Employment	
Family	5
Juvenile	1
Health	
Housing	
Income Maintenance	
Individual Rights	
Other*	Criminal
Total Number of Cases	8

District (3)
Annual Progress Report

2002-2003

	District Totals
Screened Cases	Data incomplete
Assigned Cases	1,597
Closed Cases	1,344
Declined Cases	Data incomplete
Other Cases: (specify)	
Total Cases per District	
Number of Volunteer Attorneys	269

List Number of Cases of Each Type	District Totals
Consumer/Finance	41
Education	
Employment	3
Family	297
Juvenile	1
Health	4
Housing	5
Income Maintenance	23
Individual Rights	
Other*	23
Total Number of Cases	397

PRIOR YEAR PROGRESS

There were three major accomplishments in the calendar year 2001.

- ◆ First, the number of participating attorneys was increased, even considering the normal attrition by retirement and relocation.
- ◆ Secondly, the number of cases considered for the program increased over the prior two years.
- ◆ Lastly, the long planned recognition event was held in November. This event was very successful, with an inspiring talk by Chief Justice Randall Shephard, an increased number of awards to participating attorneys, and great attendance by both the judiciary and participating attorneys..

D. 2002-2003 Annual Plan:

Problem Statements\ Recommendations - For each problem, use one complete worksheet with as many recommendations for solving that problem as necessary. Please number your problems according to priority.

- 1. Problem Identification- Problem statements identify all of the barriers faced by indigent individuals in their effort to resolve problems through the legal system.**
- 2. Supportive Data- Supportive Data (statistics, survey results, records, reports, etc.) should be organized to show how the barriers are preventing people from accessing justice.**
- 3. Recommended Actions to address barriers and problems - These recommendations are identified with one of the categories of opportunities for attorneys found in Rule 6.5 (i).**
- 4. Recommended Actions to support the participating attorneys. - These elements are identified in Rule 6.5(h).**
- 5. Expected Results - The expected result is a statement describing the expected benefit to be derived from the expenditure of human and financial resources.**
- 6. Benchmarks - These are the measurable goals for evaluating progress of proposed recommended actions.**
- 7. Costs associated with benchmarks - This is the proposed budget necessary for achieving the expected results.**

PROBLEM STATEMENTS/RECOMMENDATIONS WORKSHEET

Problem/Barrier # 1 :

The continuing problem of unmet needs for civil pro bono legal services in the district.

What data supports your statement of the problem?

- ◆ The various providers of legal services and other related agencies indicate continued contacts with potential clients for services that are either not currently available in the area or where there are no more persons available to assist with the provision of services. A significant number of “working poor” are rejected for services due to their income levels. The reported number of rejected cases is:
- ◆ Census data from 2000 shows that District 3 has an estimated 45,486 persons living under the poverty level, which is 7.9% of the state’s poverty population.
- ◆ The Legal Needs of the Poor study, which was done ten years ago, concluded that there was a lack of funding, resources, awareness, and access to legal assistance. Additionally special populations have unmet needs.. This remains true today.
- ◆ A recent study showed that 78% of families under the poverty level have one or more adults in the workforce; these families have been labeled the “working poor.” They are often unable to afford basic needs and certainly do not have funds available for legal services.
- ◆ The client population has changed somewhat with the trends showing an increase in older persons in the population and an increase in the Hispanic and Asian population.

What activities will the attorneys in your District take to address this barrier or problem?.

The formation of the Volunteer Lawyer Program of Northeast Indiana, Inc., as directed by the District 3 Pro Bono Committee, is designed to provide a centralized source for implementation of pro bono services in the district. The Board of Directors for the VLP will include persons from each of the counties in the district. The Board will regularly review the specific needs of the district and assist in designing programs to meet those needs.

(continued on next page)

It is anticipated that the programs will include the following activities:

- ◆ enlisting the support of the judiciary in obtaining needed pro bono participants;
- ◆ enlisting the support of the various county bar associations in making pro bono a priority with their members;
- ◆ receiving intakes, both directly and in cooperation with other providers and agencies, and referring cases for direct representation;
- ◆ planning and implementation of programs of legal education for persons of limited means and special needs, with emphasis on preventative measures;
- ◆ creating methods for serving persons in the area of domestic relations, which continues to be the largest single area of requests for services
- ◆ involving volunteer paralegals in various roles;
- ◆ developing programs to enable attorneys to most effectively and efficiently contribute to the pro bono efforts;
- ◆ recognizing annually Volunteer Lawyer Program participants and their contributions to the communities in District 3.

Description:

Activity: Enlisting the support of the judiciary in obtaining needed pro bono participants..

We will utilize members of the district committee and the VLP Board of Directors to make contacts with the judiciary in their counties to review the need for pro bono and for increased participation by all attorneys according to the aspirational goal of the American Bar Association and the Indiana State Bar Association. We will also plan to involve the judges in courts other than the county courts.

Expected results:

It is anticipated that the support of the judiciary will increase the number of attorney participants in direct representation and facilitate their handling of pro bono cases.

Timeline:

It is planned to begin this in the late summer of 2002. It will be an ongoing project.

Activity: Enlisting the support of the various county bar associations in making pro bono a priority with their members.

The members of the district committee and the VLP Board of Directors will be asked to lead the establishment of a pro bono culture in their respective counties with a program of education and support.

Expected results:

This activity is anticipated to be the single most significant way to increase the number of attorneys participating in the VLP in all the counties in our district.

Timeline:

This will begin immediately with letters to all attorneys from the VLP. It will be an ongoing project, seeking to involve the newly admitted and newly located attorneys in our area.

Activity: Receiving intakes, both directly and in cooperation with other providers and agencies, and referring cases for direct representation.

The VLP will receive intakes from other providers and agencies for matters outside the other providers' and agencies' priorities. Additionally VLP will conduct direct intake. In both instances, VLP will interview, screen and determine eligibility of the prospective clients. VLP will then refer clients to the volunteer lawyers according to their individually indicated practice areas preferences. There will be follow-up and evaluation procedures in place.

Expected results:

The number of clients and range of matters for which service is provided is expected to significantly increase due to the additional areas that the VLP can accept.

Timeline:

This is an ongoing activity. It will begin immediately upon the opening of the VLP office in mid-summer of 2002.

Activity: Planning and implementation of programs of legal education for persons of limited means and special needs, with emphasis on preventative measures.

The priority setting meeting held in District 3 in April of 2002, brought the recommendation that legal education programs be planned for specific areas in order to provide persons of limited means with information and knowledge that will help them prevent and solve legal problems.

We will identify specific, basic areas for educational programs. The planning and implementation of the programs will be coordinated with other groups in the community. We will seek to use a variety of ways to reach people and respond to their needs.

Expected results:

This activity is seen not only as an excellent way to creatively reach out to the community, but also as a way to utilize attorneys who otherwise would not be able to participate in the pro bono efforts. We expect that it will result in new partnerships and cooperative projects.

Timeline:

The initial programs will be planned in the fall of 2002 and the first events are expected to take place in the early part of 2003.

Activity: Creating methods for serving persons in the area of domestic relations, which continues to be the largest single area of requests for services.

We will seek methods of assisting people that do not involve direct representation or referral. These methods could include clinics, mediation and pro se materials and procedures in areas that are currently non-priority for other providers.

Expected results:

This is another area where a clear need for services was indicated at the District priority setting meeting. We expect that these activities will significantly increase the number of clients who can receive services in areas where help is greatly needed.

Timeline:

This will be an ongoing activity. It is anticipated that services in some areas will be begin this fall while others will take additional planning time.

Activity: Involving volunteer paralegals in various roles.

The state and local paralegal groups have expressed a strong interest in participating in the volunteer lawyer program. We will explore with them how this can be accomplished. We would like to have paralegals assist with interviewing and screening of prospective clients and with clinics and other educational programs in their areas of expertise.

Expected results:

The VLP will greatly increase the number of legal professionals participating in the program and will benefit from their skills in both intake and direct services.

Timeline:

The initial contacts with the local and state group will be made in the summer of 2002, with the expectation that their participation can begin in the fall of 2002.

Activity: Developing programs to enable attorneys to most effectively and efficiently contribute to the pro bono efforts.

The activities discussed above, when implemented, will provide attorneys in District 3 with a variety of opportunities to learn about the needs for pro bono and to respond with their services in the practice areas and ways best suited to their interests.

Expected results:

The result of the offering of a variety of pro bono opportunities should result in a significant increase in attorney participation and thus in client services in the district.

Timeline:

These opportunities will become available as discussed in the various activities.

Activity: Recognizing annually Volunteer Lawyer Program participants and their contributions to the communities in District 3.

The first recognition event for the VLP was held in 2001. It is planned that such an event be held each year to honor and recognize those who have given so much back to the communities in the district with their skills and expertise.

Expected results:

It is expected that this event will not only honor and recognize the VLP participants, but that it will serve to greatly increase the general public's knowledge and appreciation of the legal profession and those who are a part of it.

Timeline:

This event will be an annual undertaking of the VLP.

Please check the activities, which your District will take to support the pro bono efforts of the attorneys in your District. For each checked activity, please provide a detailed description of the District's plan for implementation of this activity.

PLEASE SEE DETAILED DESCRIPTIONS UNDER THE ACTIVITY LISTINGS.

 X Providing intake, screening, and referral of prospective clients:

 X Matching cases with individual attorney expertise, including the establishment of specialized panels:

 Providing resources for litigation and out-of-pocket expenses:

 X Providing legal education and training for pro bono attorneys in specialized areas of law useful in providing pro bono civil legal service:

 X Providing the availability of consultation with attorneys who have expertise in areas of law in which a volunteer lawyer is providing pro bono civil legal service:

 X Providing malpractice insurance for volunteer pro bono lawyers:

 X Establishing procedures to ensure adequate monitoring and follow-up, and to measure client satisfaction:

 X Recognizing pro bono civil legal service by lawyers:

 Other support and assistance to pro bono lawyers _____

Please describe the expected results and the measures, which you will utilize to determine the value to the indigent of the proposed activity.

PLEASE SEE DETAILED DESCRIPTIONS UNDER THE ACTIVITY LISTINGS.

Please provide your timeline for implementing and evaluating the recommended activities.

PLEASE SEE DETAILS UNDER THE ACTIVITY LISTINGS.

Please provide a proposed budget for implementing the recommended activities. Please utilize the budget form on the following page.

BUDGET FORM

COST CATEGORY	IOLTA \$	OTHER \$	DONATED	TOTAL
A. Personnel Costs				
1. Lawyers				
2. Paralegals				
3. Others	51,920			
4. Salary Subtotal	51,920			
5. Employee Benefits	1,960			
6. Total Personnel Costs	53,840			
B. Non Personnel				
1. Space	27,000			
2. Equipment Rental				
3. Office Supplies	2,800			
4. Telephone	1,200			
5. Travel	400			
6. Training	3,000			
7. Library				
8. Insurance	2,500			
9. Dues and Fees	500			
10. Audit	1,200			
11. Litigation	500			
12. Property Acquisition	700			
13. Purchase Payments				
14. Contact Services to Clients				
15. Contract Services to Program				

16. Other	3,960			
17. Total Non Personnel Costs	46,860			
C. Total Expenditures	97,300			
18. Project A Disbursements				
19. Project B Disbursements				
20. Project C Disbursements				
21. Total Program Disbursements				
22. Litigation Fund*				

*Reserves in this category are not required to be resubmitted to the IBF if not spent during the allocation calendar